

## Motion for Compensation For Attorneys

This process will demonstrate the steps to file a motion for compensation in the CM/ECF system.

**STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

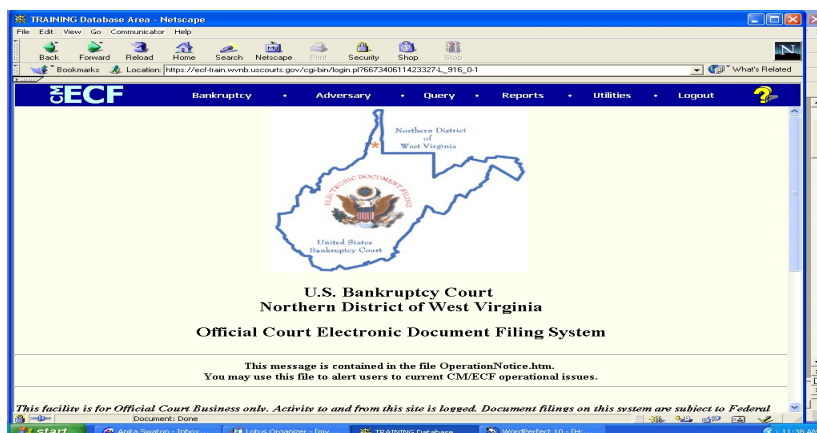


Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

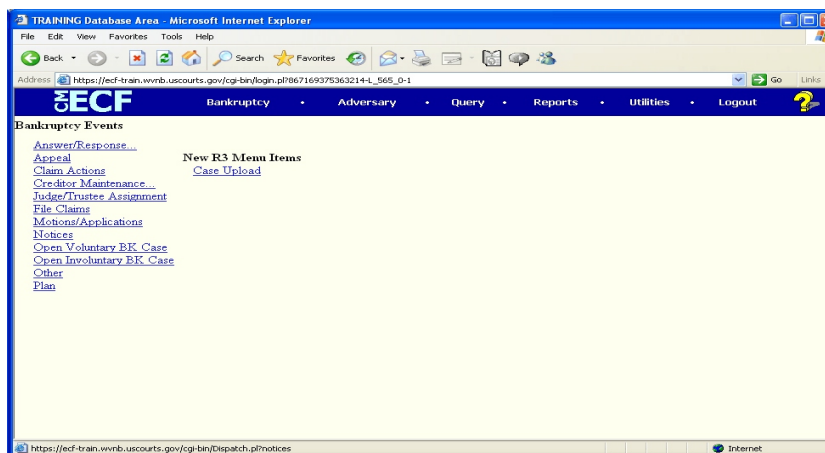
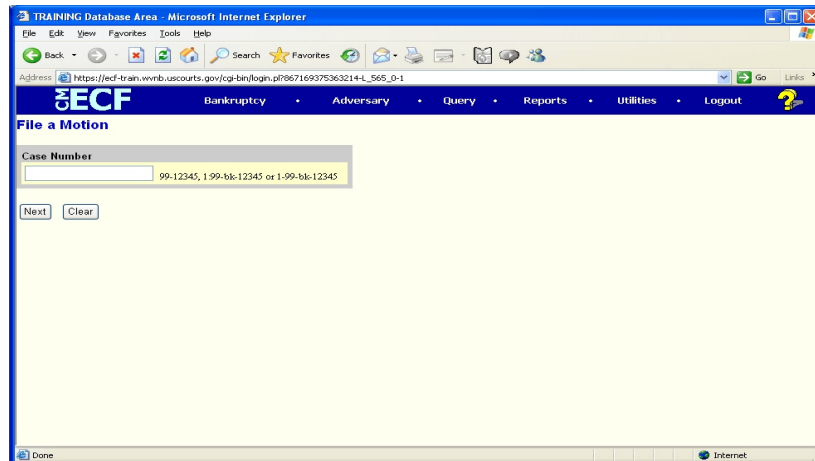


Figure 2

- ◆ Click the Motions/Applications hyperlink.

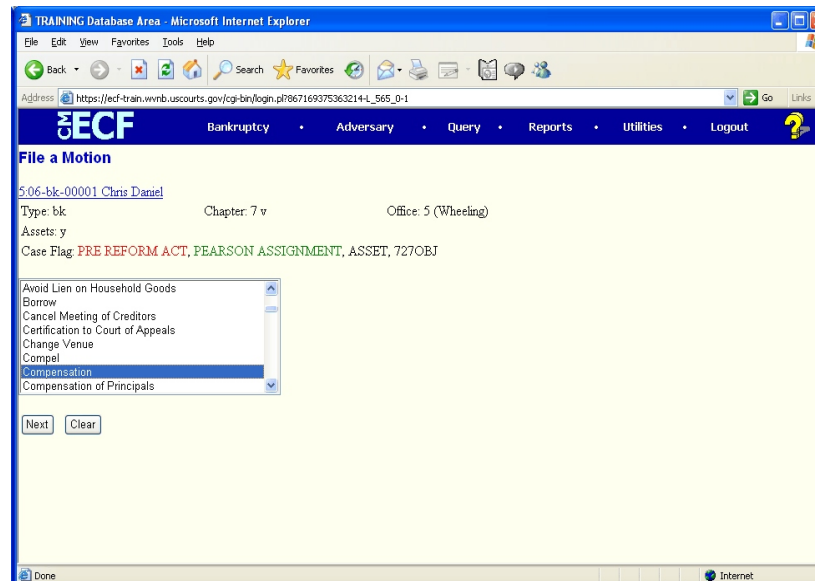
**STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)



**Figure 3**

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

**STEP 4** The **File a Motion** screen displays. (See Figure 4.)



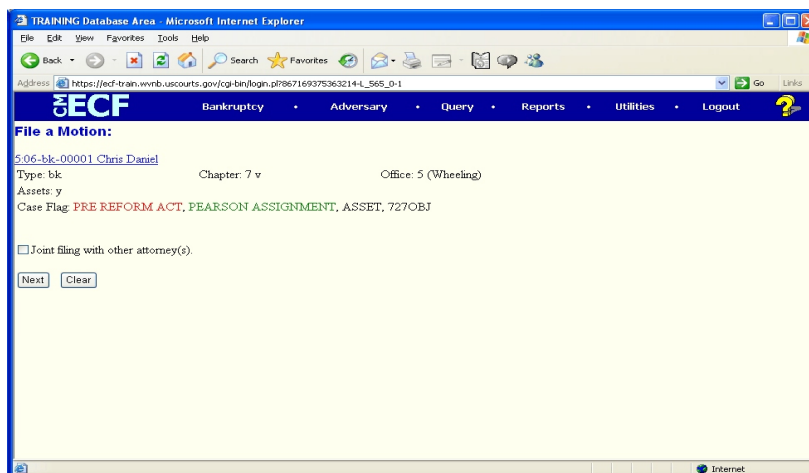
**Figure 4**

- ◆ Verify the case name and case number that are displayed.
- ◆ If the case name and number are incorrect, click the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of document being filed. In this lesson, select Compensation.

**NOTE:** You may also type the first letter of a relief (in this case 'C') to immediately move to the list of reliefs that begin with a particular letter.

- ◆ Click **[Next]** to continue.

**STEP 5** The **Joint Filing With Other Attorneys** screen displays. (See **Figure 5.**)



**Figure 5**

- ◆ If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint filing, no action is required.
- ◆ Click **[Next]** to continue.

**STEP 6** The **Select the Party** screen displays. (See **Figure 6a.**)

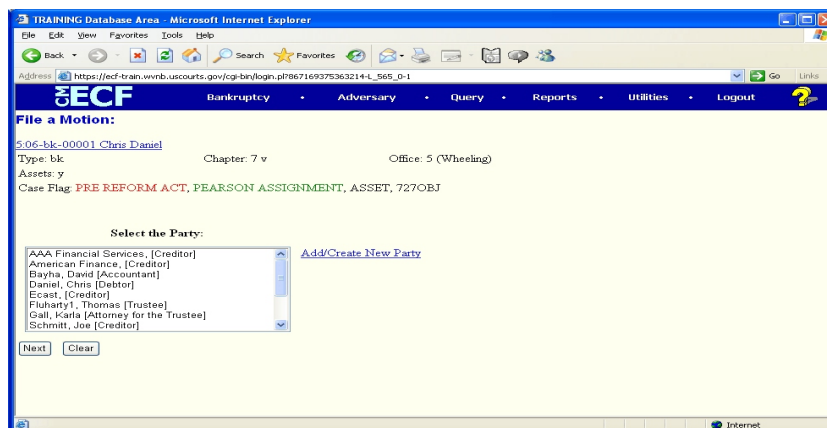


Figure 6a

- ◆ Click the down arrow to scroll the **Select the Party** box to locate the party filer (whom you are representing) **IF YOU ARE SEEKING COMPENSATION**. If you are seeking compensation for a party **OTHER THAN WHOM YOU ARE REPRESENTING**, i.e., accountant, appraiser, consultant, you would select or add the entity on this screen.
- ◆ Click to highlight and select the appropriate party as explained above.
- ◆ Then click **[Next]**.
- ◆ If the party filer does **not** appear in the **Select the Party** box, Click on **Add/Create New Party**.
- ◆ The **Search for a Party** screen displays
- ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field
  - ◆ Then click **Search**.
  - ◆ If the name of the party you are representing is not contained in the court's database for this case, you will receive the following message: **No person found**. Select **Create new party**.
  - ◆ Complete the **Party Information** screen. The party's name will be displayed. Enter address by using Address 1, Address 2 and Address 3 fields and City, State and Zip

fields. The **Pro Se** field should remain **No** as you are filing the motion as the attorney.

- ◆ Select Appropriate **Role** type. This may be **Creditor, Accountant, Appraiser, etc.**
- ◆ Then click **Submit**.
- ◆ The **Select the Party** screen will display. Select the entity you added.
- ◆ Then click **[Next]**.
- ◆ The **Attorney/Party Association** screen will display. Create your association with this party by clicking in the box **ONLY IF YOU ARE COUNSEL FOR THE ENTITY SEEKING COMPENSATION**. (See Figure 6b.)

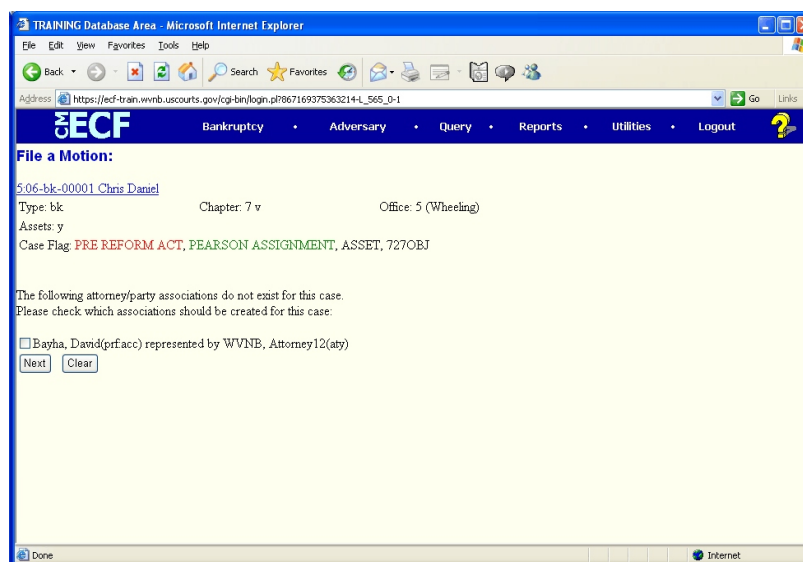


Figure 6b

- ◆ Then click **[Next]**.

**STEP 7** The **Select the pdf document** screen displays. (See Figure 7.)

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(\*.\*)**.

**NOTE:** If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

TRAINING Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?6671693753632144\\_565\\_0-1](https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?6671693753632144_565_0-1)

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

**File a Motion:**

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Done Internet

Figure 7

**STEP 8 (See Figure 8.)**

TRAINING Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?6671693753632144\\_565\\_0-1](https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?6671693753632144_565_0-1)

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**File a Motion:**

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Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

With Certificate of Service? y or n:

Internet

Figure 8

- ◆ Enter **y** or **n** on this screen if a **Certificate of Service** is being filed with the motion.
- ◆ Click **[Next]** to continue.
- ◆ Click **[Next]** after verifying the name and bankruptcy number.

**STEP 9** The following screen displays. (See Figure 9a.)

**Figure 9a**

- ◆ You will complete only one portion of this screen. **If you are seeking compensation**, enter the information in the upper half of the screen.

**If you are seeking compensation for another party (such as an accountant, appraiser, auctioneer, consultant, etc.),** you will enter the information in the lower half of the screen. (See Figure 9b.)

- ◆ Select the Filer

**NOTE:** Whoever is seeking compensation cannot have the filer box checked in their portion of the screen. For Example: If you are filing a motion for compensation on behalf of yourself as counsel for the debtor(s), do **not** select *filer* in the upper half of the screen. You would select *filer* in the lower portion of the screen. It is not necessary to select *Type* in the lower portion of the screen.

Another Example: If you are filing a motion for compensation on behalf of an accountant, do **not** select *filer* in the lower half of the screen. You would select *filer* in the upper portion of the screen.

- ◆ Type - Select applicable type such as Creditor's Attorney, Debtor's Attorney.
- ◆ From - Complete date
- ◆ To - Complete date
- ◆ Fee request \$ - Enter amount
- ◆ Expense request\$ - Enter amount

TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-tran.wvrb.uscourts.gov/cgi-bin/login.pl?671693753632144\_565\_0-1

**File a Motion:**

5:06-bk-00001 Chris Daniel Chapter: 7 v Office: 5 (Wheeling)

Type: bk Assets: y Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Applicant Attorney12 WVN Type: Accountant

☒ Filer

From: To:

Fee request \$: Expense request \$:

Applicant David Bayha Type: Accountant

☒ Filer

From: 1/1/2006 To: 9/30/2006

Fee request \$: 2,000.00 Expense request \$: 100.00

Next Clear

Figure 6b

- ◆ Click **[Next]** to continue.
- ◆ A message may display indicating that you did not enter any fees or expenses in the other section of the screen. Click **[OK]** twice.

**STEP 10** The **Docket Text: Modify as Appropriate** screen displays. (See Figure 10.)



TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?8671693753632144\_565\_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

**File a Motion:**

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Docket Text: Modify as Appropriate.

☒ Application for Compensation for David Bayha , Accountant, Period: 1/1/2006 to 9/30/2006, Fees: \$2,000.00, Expenses: \$100.00. with Certificate of Service. Filed by Attorney12 WVN, David Bayha . (WVNB, Attorney12)

Figure 10

- ◆ You may insert additional text and/or add a prefix to your docket entry. Click on the down arrow in the white box to select an appropriate prefix if applicable
- ◆ Click **[Next]** to continue.

**STEP 11** The **Docket Text: Final Text** screen displays. (See Figure 11.)

TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?8671693753632144\_565\_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

**File a Motion:**

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Docket Text: Final Text

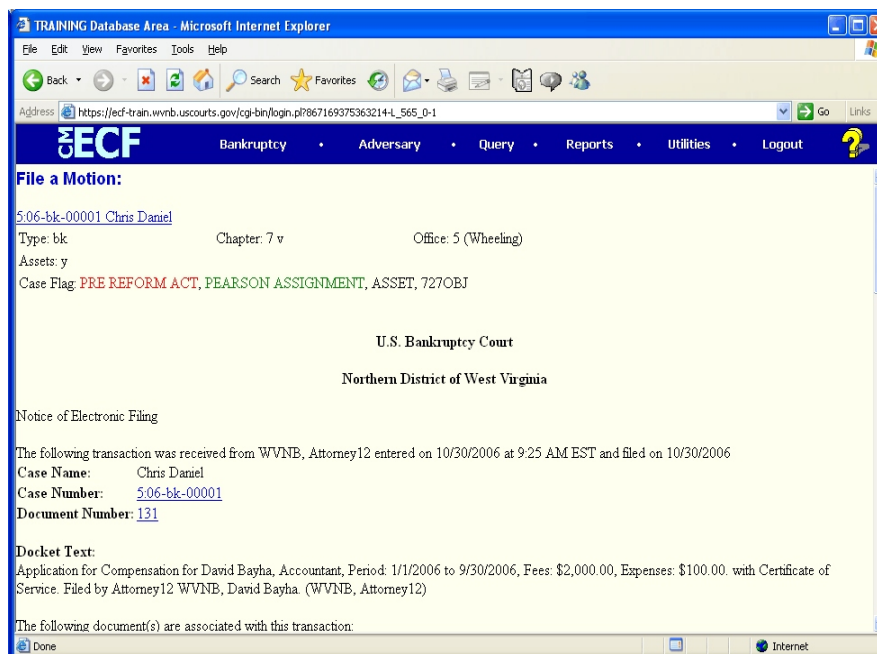
Application for Compensation for David Bayha, Accountant, Period: 1/1/2006 to 9/30/2006, Fees: \$2,000.00, Expenses: \$100.00. with Certificate of Service. Filed by Attorney12 WVN, David Bayha. (WVNB, Attorney12)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 11

- ◆ This is your **last** opportunity to make corrections to your entry.
- ◆ Verify the final docket text.
- ◆ If correct, click **[Next]** to continue.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

**STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. (See Figure 12.)



**Figure 12**

- ◆ The notice will include the following information:
  - ◆ Who filed the document
  - ◆ Date and time
  - ◆ Case name
  - ◆ Case number
  - ◆ Document number
  - ◆ Original filename (pdf)
  - ◆ Electronic document stamp
  - ◆ Electronic mail recipients and manual notice lists